

RECORD OF PROCEEDINGS

Minutes of

Grove City Council

Meeting

COLUMBUS BLANK BOOK CO., COL. O.

1087

Held September 10, 1962

1. Regular Meeting of the Grove City Council was held September 10, 1962. Roll call showed all councilmen present.
2. Mr. Wagner moved to approve July 2, 1962 minutes. Seconded by Mr. Canter.

Mr. Ingram	Yes
Mr. Haughn	Yes

Mr. Haughn abstained since he was not present at the meeting.

Mr. Brinkman	Yes
Mr. Wagner	Yes
Mr. Canter	Yes

3. Mr. Haughn moves that the minutes of the July 16, 1962 meeting be approved. Seconded by Mr. Wagner.

Mr. Ingram	Yes
Mr. Haughn	Yes
Mr. Brinkman	Yes
Mr. Wagner	Yes
Mr. Canter	Yes

4. Mr. Ingram moves that the minutes of the August 6, 1962 meeting be approved. Seconded by Mr. Wagner.

Mr. Ingram	Yes
Mr. Haughn	Yes
Mr. Brinkman	Yes
Mr. Wagner	Yes
Mr. Canter	Yes

5. Council adjourned to committees.

6. Council reconvene was called to order by President Brinkman.

7. Service Committee - Mr. Wagner moves that Ordinance C-39-62 be given its second reading and brought to a vote.

8. Ordinance C-39-62 was given its second reading. Mr. Wagner moves that Ordinance C-39-62 be approved. Seconded by Mr. Brinkman.

Mr. Ingram	Yes
Mr. Haughn	Yes
Mr. Brinkman	Yes
Mr. Wagner	Yes
Mr. Canter	Yes

9. Mr. Wagner moves that Ordinance C-42-62 be given its second reading.

10. Ordinance C-42-62 was given its second reading. Mr. Wagner moves that Ordinance C-42-62 be approved. Seconded by Mr. Canter.

RECORD OF PROCEEDINGS

Minutes of Grove City Council

Meeting

COLUMBUS BLANK BOOK CO., COL. O.

1097

Held September 10

19 62

Mr. Ingram	Yes
Mr. Haughn	Yes
Mr. Brinkman	Yes
Mr. Wagner	Yes
Mr. Canter	Yes

11. Ordinance C-45-62 - Mr. Wagner moves that the five day notice on Ordinance C-45-62 be waived. Seconded by Mr. Brinkman.

Mr. Ingram	Yes
Mr. Haughn	Yes
Mr. Brinkman	Yes
Mr. Wagner	Yes
Mr. Canter	Yes

12. Mr. Wagner moves that Ordinance C-45-62 the rules of Council be suspended. Seconded by Mr. Canter.

Mr. Ingram	Yes
Mr. Haughn	Yes
Mr. Brinkman	Yes
Mr. Wagner	Yes
Mr. Canter	Yes

13. Mr. Wagner moves that Ordinance C-45-62 be approved as an Emergency. Seconded by Mr. Ingram.

Mr. Brinkman	Yes
Mr. Ingram	Yes
Mr. Haughn	Yes
Mr. Wagner	Yes
Mr. C ^A nter	Yes

14. Mr. Wagner states that the letter of recommendation presented to Council by the Special Investigation Committee regarding the full time Clerk of Council in no way reflects any blame upon the present Clerk of Council, and is presented as a matter of necessity.

The investigation ordered by the President of Council, Grove City, Ohio, August 6, 1962 under the authority of Section 2.08, item 4 of the Charter of the City of Grove City was carried out with the following results.

It was found that the general procedure of official business and documents was not effective from the standpoint of the Charter or from standard record keeping procedures. Due to a space shortage, over load of stenographic work, and lack of Coordinated effort in the general handling of Council business and records the end result is undersirable.

No finding of illegal procedure or more than normal personal laxity was evident. However, the procedure now followed leaves much to be desired and compounds the probability of error. In view of these facts this committee intends to put into effect the following measures:

RECORD OF PROCEEDINGS

Minutes of Grove City Council

Meeting

COLUMBUS BLANK BOOK CO., COL., O.

1997

Held September 10 19 62

1. Purchase a fireproof steel file cabinet with lock for preservation of records.
2. Purchase a good duplicating machine which will enable original documents to remain in one place while work can be done with copies.
3. Have the law director sign all resolutions and ordinances before submission to Council and again upon completion of procedure so all documents are properly signed, published, and all time elements are complied with.
4. Hire a person with the title "Secretary-stenographer-clerk" whose principal duties are:
 - a. Clerk of Council
 - b. Secretary to Council
 - c. Custodian of all council records taking a receipt for any taken from the office.
 - d. Refile and arrange present Council records
 - e. Check all documents for signatures, publications, etc. and submit to law director for his verification before filing.

Qualifications: Must be able to type, take dictation, shorthand and have knowledge of general office practice - Salary of be \$4,500.00 per annum. (including Clerk of Council)

- f. Take notes of all discussions at Council Meeting in addition to the normal legal record kept by the clerk. These may be left in shorthand or transcribed and preserved.

The Law Director is hereby directed to prepare legislation establishing the above described position and the approcation ordinances necessary to achieve this goal. The Administration Assistant is hereby authorized to purchase the file cabinet and duplicating machine according to his own judgment.

Respectfully Submitted.

15. Finance Committee - Mr. Haughn - Ordinance C-43-62 Mr. Haughn moves that on Ordinance C-43-62 a five day notice be waived. Seconded by Mr. Wagner.

Mr. Ingram	Yes
Mr. Brinkman	Yes
Mr. Haughn	Yes
Mr. Wagner	Yes
Mr. Canter	Yes

16. Mr. Haughn moves that on Ordinance C-43-62 the vote of Council be suspended. Seconded by Mr. Brinkman.

Mr. Ingram	Yes
Mr. Haughn	Yes

RECORD OF PROCEEDINGS

Minutes of

Grove City Council

Meeting

COLUMBUS BLANK BOOK CO., COL. O. 642220

1087

Held September 10

1962

Mr. Brinkman	Yes
Mr. Wagner	Yes
Mr. Canter	Yes

17. Mr. Haughn moved that Ordinance C-43-62 be adopted.

Point of Order - Mr. Wagner.

18. Mr. Haughn moved that Ordinance C-43-62 be adopted with the figure of \$1080.00 be raised to \$4500.00 for Clerk of Council in the Ordinance. Seconded by Mr. Wagner.

Mr. Ingram	Yes
Mr. Haughn	No
Mr. Wagner	Yes
Mr. Brinkman	Yes
Mr. Canter	Yes

19. Mr. Haughn moves that on Ordinance C-46-62 rules of Council be suspended. Seconded by Mr. Canter.

Mr. Ingram	Yes
Mr. Haughn	Yes
Mr. Wagner	Yes
Mr. Brinkman	Yes
Mr. Canter	Yes

20. Mr. Haughn moves that on Ordinance C-46-62 Section 2 be amended to read \$12000.00 instead of \$1200.00. Seconded by Mr. Wagner.

Mr. Ingram	Yes
Mr. Brinkman	Yes
Mr. Haughn	Yes
Mr. Wagner	Yes
Mr. Canter	yes

21. Ordinance C-46-62 - Section 3 6A5 - Finance Committee recommends be changed from \$1600.00 to \$16,000.00. Seconded by Mr. Canter.

Mr. Ingram	Yes
Mr. Brinkman	Yes
Mr. Haughn	Yes
Mr. Wagner	Yes
Mr. Canter	Yes

22. Mr. Haughn moves that Ordinance C-46-62 be adopted. Seconded by Mr. Ingram.

Mr. Haughn	Yes
Mr. Brinkman	Yes
Mr. Ingram	Yes
Mr. Wagner	Yes
Mr. Canter	Yes

23. Mr. Haughn moves on Ordinance C-47-62 that a five day notice be waived. Seconded by Mr. Canter.

RECORD OF PROCEEDINGS

Minutes of

Grove City Council

Meeting

COLUMBUS BLANK BOOK CO., COL., O.

1967

Held..... September 10..... 19 62.....

Mr. Ingram	Yes
Mr. Brinkman	Yes
Mr. Wagner	Yes
Mr. Haughn	Yes
Mr. Canter	Yes

24. Mr. Haughn moves that on Ordinance C-47-62 the rules of Council be suspended. Seconded by Mr. Ingram.

Mr. Ingram	Yes
Mr. Brinkman	Yes
Mr. Haughn	Yes
Mr. Wagner	Yes
Mr. Canter	Yes

25. Mr. Haughn moves that Ordinance C-47-62 be adopted. Seconded by Mr. Canter.

Mr. Ingram	Yes
Mr. Brinkman	Yes
Mr. Haughn	No
Mr. Wagner	Yes
Mr. Canter	Yes

26. Mayor Patzer gave his report of the month.

27. Mr. Wagner moves to approve the Mayor's reports. Seconded by Mr. Canter.

Mr. Ingram	Yes
Mr. Brinkman	Yes
Mr. Haughn	Yes
Mr. Wagner	Yes
Mr. Canter	Yes

28. Mr. Canter moves that the termination of Mr. Tharp's contract be accepted. Mr. Wagner seconded, with the provisions that the law director draw up all proper legislation as to the termination of the contract.

Mr. Ingram	Yes
Mr. Brinkman	Yes
Mr. Haughn	Yes
Mr. Wagner	Yes
Mr. Canter	Yes

29. Mr. Canter moves to adjourn. Seconded by Mr. Haughn.

Mr. Ingram	Yes
Mr. Brinkman	Yes
Mr. Haughn	Yes
Mr. Wagner	Yes
Mr. Canter	Yes

30. Council adjourned.

Frank A. Brinkman
President of Council

R. A. Thompson
Clerk of Council